## FORM 1-05 JOB CORPS APPLICANT ELIGIBILITY FOLDER INVENTORY

Admissions Counselors must use the following layout when creating an applicant folder. **Only the documents listed on this form should be included, as applicable.** Please see Exhibit 1-1, Eligibility Requirements, for more information on the types of required documentation. The Applicant Eligibility Folder Cover Sheet must be stapled to the front of the folder and the inside left flap.

Name of Applicant:	Student ID#:			
English Language Learner:   Yes  No If yes, specify language:				
Veteran (see Exhibit 1-2, Factors for Priority Enrollment): ☐ Yes ☐ No				
Left Side	Right Side			
Folder Inventory	-			
U.S. Citizen Documentation  □ Social Security Card □ Birth Certificate □ U.S. Passport  Legal Resident Documentation □ Military Records (DD 214) □ Unexpired foreign passport with Form I-94 containing a refugee admission stamp □ Alien Registration Receipt Card: I-688A or I-688B; Temporary Residence Card, I-688; or Employment Authorization Card: I-551 or I-151	Child Care (if applicable)  □ Child care certificate (ETA 682)  □ Single Parent Contract Form  If applicant is applying to a residential parent dorm or applying for a child care allotment then the following documents should be included:  □ Child's birth certificate □ Child's Social Security card □ Child's immunization records □ Child's medical or physical records			
(green card)  Age Documentation  □ Birth certificate □ Driver license/state identification card □ U.S. passport □ Department of Homeland Security (DHS) Documents, such as Document I-55 Permanent Resident Card or Form I-94 Arrival/Departure Record  Other official forms or documents from other				
government agencies, such as school records, welfare documents and employment records that identify the applicant's name and date of birth.				
Eligibility Requirements	Behavioral Adjustment History & Court Involvement and/or Agency Supervision  ☐ Written statement from the court or appropriate agency that the applicant has responded positively to supervision, and that it will permit the applicant to leave the local area or state while enrolled in Joh			

			Corps Paperwork showing dismissal of criminal charges ETA 655 Court Documentation ETA 655A Institutional Statement Criminal background results Supplemental documentation relating to behavioral
			history Written statement from the court or appropriate agency certifying the approval of the applicant's release from its supervision, that the applicant's release does not violate applicable laws and
			regulations Receipt of paid fines or court-ordered restitution Confirmation of completion of community service hours
	rental Consent for Minors		admission
	Emancipation papers		OASIS Readmission Report
	Marriage license		
ш	ETA 652 (documents proving that signer is the		
Cal	parent of the minor may be included) ective Service Registration	Da	ariuad Nan Elizibility Farms
	ETA 652		quired Non-Eligibility Forms  Rights to Use Photographic Likeness or Moving
	E1A 032	_	Images Release Form (Form 5-08)
			Equal Opportunity Notice (Form 1-09)
			Parental Consent Form
Lo	w Income – One or More of the Following:	No	n-Required Non-Eligibility Forms
	Letter or printout from appropriate government		Career Interest Assessment Tools, e.g., O*NET
	agency acknowledging family receipt of cash		Interest Profiler
	payments from income-based public assistance		Personal Career Development Plan (PCDP)
	e.g., documented eligibility for the Supplemental		State-specific parental consent form for Drivers
	Nutrition Assistance Program (SNAP) at the		Learner's Permit
	current time or within the previous 6 months;		State-specific parental consent form for General
	public assistance voucher or payment stub;		Education Diploma (GED) test
	documented phone contact with case worker		
	At least 1 month's worth of paycheck stubs from each employer, for each working adult member of		
	the family, during the last 6 months, which		
	indicate the employer's name and date of the		
	check		
	Income verification statements from, or		
	documented phone calls with employers		
	Excludable income: Letter of receipt of		
	Supplemental Security Income or letter of receipt		
	of unemployment insurance		
	Tax returns or W-2s		
	A letter from, or documented phone contact with		
	caseworker or public agency personnel attesting		
	that the applicant is in foster care or is a ward of		
П	the court or state		
	A letter from, or documented phone contact with a homeless shelter or support provider attesting that		
	the applicant is homeless		
	Statement of support, signed by applicant, AC, and		
	support provider, if possible		
	Documentation of excludable military income for		
	Documentation of excludable military income for		

☐ If a victim of a severe form of trafficking in persons who does not meet the low income requirement, documentation as to the status of the applicant.	Requires Additional Education and Training (ETA 652 Form), and one or more of the following:			
	<ul> <li>□ The GED certificate or Official GED Test Scores</li> <li>□ School transcript request documentation</li> <li>□ A copy of a HSD or official transcript of completion</li> <li>□ Documented efforts by AC to obtain school records or standardized test results</li> <li>□ Foreign diploma</li> </ul>			
	al Envelope			
Records Release Authorization Form (Form 1-02)  Health and Disability	ty History Envelope			
Health and Disability History Envelope  Any other protected medical/disability-related information (i.e., summaries from current and/or recent medical providers or treatment facilities, including mental health and substance abuse)  Orthodontic treatment form (if applicable)  ETA 653  Authorization for Use and Disclosure of Your Health Information Form (HIPAA)  Job Corps Informed Consent to Receive Mental Health and Wellness Treatment  Medical records  Individualized Education Program (IEP)  Reasonable Accommodation Request Form  Psycho-educational reports  Other cognitive and achievement testing results  Immunization records (required)  Chronic Care Management Plans provider form(s)  Dental records (if applicable)  Supplemental documentation relating to health and wellness (examples)  Copy of health insurance card (front and back)  Memo to Health and Wellness Center Staff				
	/			
Admissions Counselor's Signature	Date			
	/			
Admissions Contractor Quality Check Signature	Date			
	/			
Center Quality Check Signature	Date			